

HUMAN RESOURCES AND PAYROLL

1. The purpose of processing personal data:

Fulfilment of obligation related to the employment relationship or similar working relationship e.g. on the basis of arrangements performed beyond working relationship (hereinafter working relationships), including pre-contractual relationships, negotiations about change of the contract and processing of the controller's working agenda, which includes particularly personal data related to qualification, professional experience of an employee and data, which could be significant in terms of the work, which the employee shall preform, performs or performed, in particular the following:

- a) processing of personal data of the personal and employment records of the data subjects in accordance with specific laws for the duration of the employment relationship for the purpose of maintaining the personal and employment records of the employees and storing such personal data for the period of mandatory archiving in accordance with specific laws,
- b) keeping the payroll records of employees,
- c) copying official documents containing personal data on the basis of special laws,
- d) the provision of personal data of data subjects to social security, health insurance, tax authorities, labour inspectorate or other organisations (e.g. supplementary pension companies, courts, etc.) on the basis of special regulations,
- e) processing and provision of personal data of data subjects in accordance with special laws for the duration of the employment relationship for the purpose of keeping the occupational safety agenda (e.g. instruction in occupational safety regulations) on the basis of special laws (Act No. 124/2006 Coll. on Occupational Health and Safety at Work - § 17),
- f) processing of personal data of data subjects for the purpose of ensuring the fire protection agenda,
- g) processing of personal data - evaluation of data subjects in order to ensure the effective operation of the operator for the duration of the employment relationship,
- h) processing, transfer or disclosure of personal data of the data subjects - employees, in the scope of title, first name, surname, job classification, professional department, place of work, telephone number, fax number, email address and management identification data for the purpose of fulfilling the work and functional duties of the data subject,
- i) processing of the list of employees who will undergo a medical preventive

examination pursuant to Act No 124/2006 Coll. on Health and Safety and on Amendments and Additions to Certain Acts and Act No 355/2007 Coll. on Protection, Promotion and Development of Public Health and on Amendments and Additions to Certain Acts,

- j) processing of personal data of data subjects for the purposes of keeping records of attendance at work, control of time worked, records of entitlement to meals, their receipt and payment for meals (meal tickets),
- k) the possibility of providing holiday vouchers for employees within the meaning of Act No 91/2010 Coll. on the Promotion of Tourism,
- l) registration of job applications (CV), in the case of an unsuccessful applicant, for the purpose of contacting the applicant in the event of a vacancy.

2. Legality of personal data processing:

- i. For the purposes listed in points a) to k), personal data are processed pursuant to point (c) of Article 6 (1) of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- ii. For the purpose listed in point l), personal data are processed pursuant to point (a) of Article 6 (1) of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

3. The legal obligation to process personal data:

For the purposes listed in points a) to k), personal data re being processed on the basis of:

- Act No. 311/2001 Coll. - Labour Code, as amended,
- Act No. 82/2005 Coll. on Undeclared Work and Illegal Employment, as amended,
- Act No. 5/2003 Coll. on Employment, as amended,
- Act No. 386/1997 Coll. on Further Education, as amended,
- Act No 568/2009 on lifelong learning, as amended,
- Act No. 124/2006 Coll. on Safety and Health at Work (§ 17),
- Act No. 283/2002 Coll. on Travel Allowances, as amended,
- the Public Procurement Act,
- Act No. 18/2018 Coll. on the Protection of Personal Data Act,
- Law No. 461/2003 Coll. on social insurance, as amended (e.g. §60, 141),
- Act No. 43/2004 Coll. on old-age pension saving and on amendments to certain acts as amended (e.g. 54a),
- Act No. 511/1992 Coll. on the Administration of Taxes and Fees and on Changes

- in the System of Territorial Financial Authorities, as amended,
- Act No. 595/2003 Coll. on Income Tax, as amended (e.g. §32, 36,37,38, 39),
 - Act No. 580/2004 Coll. on Health Insurance and on Amendments to the Insurance Act as amended (e.g. §13, 24),
 - Act No. 5/2004 Coll. on Employment Services and on amendments to certain acts, as amended,
 - Act No. 152/1994 Coll. on the Social Fund and on amendments to Act No. 286/1992 Coll. on Income Taxes, as amended,
 - Act No. 462/2003 Coll. on income compensation in case of time incapacity for work of the employee and on amendments to certain acts, as amended,
 - Act No. 650/2004 Coll. on Supplementary Pension Saving, as amended (e.g. § 28a),
 - the Road Traffic Act,
 - Regulation No 561/2006 of the European Parliament and of the Council,
 - Act No. 725/2004 Coll. on conditions of operation of vehicles in traffic on roads and on amendments to certain acts.

4. List of personal data:

For the purpose of personnel and payroll agendas, they are processed to the extent of: Name, surname, title, social security number (date of birth), maiden name, place of birth, status, personal number, id card number, personal data on educational attainment, qualifications and completion of courses, degree of language skills and knowledge, or other data on education and upskilling, which are necessary to assess or prove qualifications, for a given job position, job evaluation, evaluation of the quality of work, data on child benefits, medical expenses insurance (European insurance card), personal data related to health and safety at work, CV, gender, signature, personal data from criminal record statement, registration of accidents at work and occupational diseases, personal data relating to salary requirements, taxes and levies under special laws, telephone number and e-mail, withheld advances on tax and on the non-taxable part of the tax base, the non-taxable part of the tax base per spouse, employee bonus and tax bonus, annual settlement, pension insurance premiums, taxable income, social security identification number, address of permanent/temporary residence, if the person concerned has it, old-age pension contributions, duration of employment, type of work performed, details of the wages provided for the work performed, on the compensation provided for payroll and compensation for on-call time, withheld income tax advances, bank account details, health insurance assessment base, advance payment for health insurance, other remuneration for work, amounts affected by enforcement of a decision ordered by a court or administrative authority, monetary penalties and fines, as well as compensation imposed on the employee by an enforceable decision of the competent authorities, unjustly received amounts of social insurance benefits and old-age pension pensions savings or their advances, state social benefits, annual total of pension paid, data on incapacity for work, data on important personal obstacles at work, data on changed work capacity, data on family members in the scope of name, surname, address, date of birth, - data on spouse, children, parents of children in the scope of name, surname, date of birth, birth number, address, data on taking maternity leave and parental leave.

For the purpose of attendance, they shall be processed to the extent of:

Personal number, title, first name, surname, date of entry into employment, date of termination of employment, department, time of arrivals and departures, interruption of working hours, working time, leave, doctor, accompaniment to the doctor, employee's meals, records (data) on business trips (travel allowances), registration of journeys on company vehicles.

For the purpose of processing personal data of employees to training organizations for the purpose of issuing a certificate, certificate, certificate according to the relevant special laws or standards, they are processed to the extent of:

Title, first name, surname, signature.

For the purpose of disclosing personal data of data subjects – employees to the extent of:

Title, name, surname, job title, professional department, place of work, telephone number, fax number, e-mail address and identification data of the message for the purpose of fulfilling the work and functional duties of the data subject.

For the purpose of processing the list of employees who will undergo a medical preventive examination pursuant to Act No. 124/2006 Coll. on Health and Safety, as amended, and Act No. 355/2007 Coll. on the Protection, Promotion and Development of Public Health and on Amendments and Additions to Certain Acts:

Name, surname, date of birth, name of workplace, type of work, duration of exposure, factors of work and working environment and results of health risk assessment.

For the purpose of keeping records of applications for employment:

The job applicant's curriculum vitae and the data contained therein.

5. Data subjects:

Job applicants, employees, persons working within the frame of employment relationship, husbands or wives of employees, dependent children of employees, close persons, former employees.

6. Date for the storage of the personal data:

- Payslip - 50 years
- Payroll - 10 years
- Family allowances and maternity allowances - 5 years
- Declarations on payroll tax - 5 years
- Wage deductions- 5 years
- Wage documents - 5 years
- Personal files of employees (from employee's birth) - 70 years
- Registration of employees - 3 years
- Attendance - 3 years
- Holidays - 3 years
- Descriptions of work activities - 5 years
- Agreements on work - 5 years

- Material liability documents (after expiry) - 3 years
- Evidence of retraining and professional qualification - 10 years
- Sickness insurance - benefits, applications, sign-offs, changes - 10 years
- Incapacity for work - evidence, statistics - 5 years
- Maternity leave and unpaid leave - registration - 5 years
- Catering for employees - security - 5 years
- Safety and health at work - 5 years
- Determination of authentication and identification of persons in information systems intended for the processing of personal data pursuant to § 32 para. - 3 years after expiry
- Records of breaches of labour discipline - 3 years after the end of the employment relationship with the employee concerned
- Security Incident Investigation Reports with findings of a breach of work discipline by the employee concerned- 4 years after the end of the employment relationship with the employee concerned
- Facility security documentation (after expiry)- 5 years
- Documents relating to the notification of anti-social activities pursuant to Act No 307/2014 Coll. on certain measures relating to the notification of anti-social activities, as amended by later acts - 5 years
- CVs of unsuccessful job applicants - 2 years

7. Legitimate interests by the controller:

The processing of personal data is not based on the legitimate interest of the controller.

8. Transfer of personal data of data subjects to third countries:

Personal data is not transferred to third countries.

9. Technical and organizational security measures:

Organizational and technical measures for the protection of personal data are processed in the internal regulations of the controller. Security measures are implemented in the areas of physical and object security, information security, cipher information protection, personal, administrative security and sensitive information protection, with precisely defined competences and responsibilities set out in the security policy.

10. Categories of personal data:

Ordinary personal data.

11. Disclosure of personal data:

The personal data of the employees are published in pursuant to Section 78(3) of Act No. 18/2018 Coll. z. on the protection of personal data, to the extent of title, first name, surname, job title, professional department, place of work, telephone number, fax number, e-mail address and identification data of the message for the purpose of fulfilling the work and functional duties of the data subject.

12. Automated decision-making, including profiling:

Not performed.

13. Other authorised body:

Other authorised body	Legal basis
Other authorised body	pursuant to point (c) of Article 6 (1) of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)
Tax Administrator	Act No. 511/1992 Coll. on the administration of taxes and fees and on changes in the system of territorial financial authorities, as amended, Act No. 595/2003 Coll. on Income Tax, as amended

14. Recipients of personal data:

Third parties	Legal basis
Labour Inspectorate or competent supervisory authority, trainer (for issuing certificates of professional competence, training, etc.)	Act No. 82/2005 Coll. on undeclared work and illegal employment and on amendments to certain acts Act No. 124/2006 Coll. on Safety and Health Protection at Work (Section 17), §34(3) of the Act
Competition announcer (contractual partner)	Act No. 343/2015 Coll. on Public Procurement
Business or contractor under contract (health, safety of work)	on the basis of Article 28 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons in the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (General Data Protection Regulation)
The health insurance company concerned	Act No. 580/2004 Coll. on Health Insurance and on Amendments to the Insurance Act, as amended, Act No. 581/2004 Coll. on health insurance companies, health care supervision and on amendments to certain acts, as amended
Social Insurance Company	Law No. 461/2003 Coll. on social insurance, as amended

Commercial insurance companies and banks	Act No. 483/2001 Coll. on Banks, as amended, Act No. 581/2004 Coll. on health insurance companies, health care supervision and on amendments to certain acts, as amended
Pension Authority	Act No. 43/2004 Coll. on old-age pension saving and on amendments to certain acts, as amended
State and public authorities for the exercise of control and supervision (e.g. labor inspectorate)	Act No. 311/2001 Coll. Labour Code, as amended, Act No. 125/2006 Coll. on Labour Inspection and On Amendments to Act No. Act No. 355/2007 Coll. on protection, promotion and development of public health and on amendments to certain acts as amended Act No. 124/2006 Coll. on Safety and Health at Work and amending certain acts, as amended
Central Office of Labor, Social Affairs and Family	Act No. 5/2004 Coll. on Employment Services and on amendments to certain acts, as amended, Act No. 53/2003 Coll. on state administration bodies in the field of social affairs, family and employment services and on amendments to certain acts, as amended
Executor	Act No. 233/1995 Coll. on bailiffs and enforcement activities (Enforcement Code) and on amendments to certain acts, as amended
Insurance company	§ 34 of the Act, Act No. 8/2008 Coll. - on Insurance, as amended (provision of insurance for own employees as an intermediary)
Law enforcement agencies	Act No. 301/2005 Coll. Criminal case, as amended, Act on the Police Force No. 171/1993 Coll.
Competent court	Act No. 160/2015 Coll. Civil Dispute Code

15. Rights of data subjects:

The data subject has the right to demand from the controller access to his personal data that is processed, the right to delete or limit the processing of personal data, the right to object to the processing of personal data, the right to portability of personal data, as well as the right to submit a proposal to initiate proceedings to the supervisory authority. If the controller processes personal data based on the consent of the data subject, the data subject has the right to revoke his consent to the processing of personal data at any time. Withdrawal of consent does not affect the lawfulness of personal data processing based on consent prior to its withdrawal. The data subject can exercise his rights by sending an email to the controller's address, or in writing to the controller's address.

